

Annual Salary: \$156,177 to \$236,387

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- Retirement plan - a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays - 11 paid days per year



### HOW TO APPLY

This position will be open from June 29, 2016 until filled. Please go to: <http://bit.ly/1N6FR73> and submit your application, cover letter, resume, record of accomplishments, verification of degrees, and current salary.

For confidential inquiries, please contact:

Bill Dukes  
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Talent Solutions Division  
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## ASSISTANT DIRECTOR, BENEFITS DEPARTMENT OF HUMAN RESOURCES

Open from June 29, 2016 until the position is filled

To enrich lives through effective and caring service.







**L**os Angeles County is recognized by Forbes Magazine as one of America's Best Employers. To be recognized by Forbes Magazine, an organization needs to engage its employees, offer an array of meaningful employee benefits, and provide work that is purposeful and mission-driven. The County is currently seeking an Assistant Director, Human Resources to direct and lead the strategy of administering and driving employee benefits, employee engagement, and employee health and safety countywide.

## THE COUNTY OF LOS ANGELES

The County of Los Angeles, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, over 108,000 employees in 36 departments provide vital and wide ranging public services.

## DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources (DHR) is committed to providing innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce. DHR serves as the County's central human resources agency and partners with line HR operations to provide an integrated approach to human resources management with a centralized-decentralized balance.

The goal of DHR is to deliver the mission, vision and strategic direction of the County through its employees: the individuals who make the difference in providing services for the citizens of the County of Los Angeles. The department's budget is over \$74 million, with over 400 budgeted positions.

## THE EMPLOYEE BENEFITS BRANCH

With professional staff responsible for execution of employee and dependent health and life insurance benefits, paid time off policies, deferred compensation, employee wellness, return-to-work, occupational health, and other workplace programs, the Employee Benefits Branch plays a key role in retaining the 108,000 employees of the County of Los Angeles. Working with the Chief Executive Office, employee associations, benefits consultants, and a variety of insurance and financial benefits companies, the branch touches the lives of the County's employees and those in the larger community.

## THE ASSISTANT DIRECTOR

The Assistant Director, Benefits is a key member of the DHR Executive Leadership Team. This individual is responsible for the formulation and implementation of administration policies, program policies, and procedures for the Employee Benefits Branch.

Directing subordinate managers, the Assistant Director exercises executive leadership affecting employee benefits, occupational health and leave management, and return to work programs. Key responsibilities of the Assistant Director, Benefits include fostering a global wellness strategy; managing the implementation and maintenance of the County's employee benefits programs; and developing engaging and informative communications programs.

This is an unclassified (at-will) position, and reports to the Chief Deputy Director, Department of Human Resources.

## QUALIFICATIONS

- Undergraduate Degree in Business, Human Resources, or Finance.
- Seven years of enterprise-level experience in corporate benefits design and development some of which must have included managing collectively bargained benefits plans, and management of deferred income plans.
- Health and retirement related certifications preferred.
- Ability to think strategically and execute tactics including managing multiple high priority initiatives and implementation simultaneously.
- Excellent analytical skills and the ability to perform complex cost and financial analysis.
- Able to effectively present complex and analytical information in an understandable manner.
- Excellent organization and project management skills.
- Excellent communication (verbal and written) and customer service skills in interacting with a wide range of internal and external customers/clients.
- Proficient in MS Office including Word, Excel and PowerPoint.
- Required experience working within Benefits / Payroll systems such as Ceridian, ADP, PeopleSoft, SAP, etc.
- Previous work experience in a transformational environment is considered a strong plus.

